

USDA Food & Commodity Connection Web Site

Industry Registration Instructions

Registration:

1. Click on the link and go to www.foodconnect.usda.gov
2. **Registration Process: Follow the Two-Step Process:**
 - a. **Step 1: eAuthentication** (to secure the user name and password)
 - b. **Step 2: Registration on the F&CC site**
 - c. **New Users:** USDA eAuthentication is the system used by USDA to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet.
 - i. Click the **New User** link on the left navigation bar.
 - ii. Fill in all fields to request your **Level 1** eAuthentication User ID and Password.
 - User ID must be a minimum of 6 characters and not exceed 20 characters. User ID's are not case sensitive and may contain letters, numbers, and these special characters . _ - @
 - Once a User ID is created, it cannot be changed.
 - Passwords must be 4 to 10 characters long, and may not contain your first or last name or your User ID. Your password is case-sensitive.
 - Enter the remaining requested information to the required fields
 - iii. Click **Continue**
 - You will receive an email from USDA that acknowledges your eAuthentication registration. The message will prompt you to click on a link to activate your account. Click on the activation link. **Upon activation of the account, you will need only to wait 1 to 2 minutes, not 20 minutes suggested in the returned email** before reentering the USDA Food & Commodity Connection Web site to start the Web site registration process.
 - iv. Log back in at www.foodconnect.usda.gov
 - v. Click **Login** –
 - At the warning screen, click **Continue**.
 - On the login screen, type your User ID and Password, click **Login**
 - c. **New Users:** USDA eAuthentication is the system used by USDA to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet.
3. Read the "Terms of Service" agreement. Click "**I Agree**", at the bottom of the page to continue the registration process, "I DO Not Agree" logs you out of the Web site.
4. From the dropdown box select the user type – scroll down and choose **User type**, click **submit**.
5. Please fill in the registration page. Completing all the fields will provide the site users with the most complete information about your company.
 - a. Be sure to answer the questions appearing at the top of the registration page: *"Is the company now registering suspended or debarred from Federal Procurement?"*
6. Submit the form.

Questions: Call our help desk at 202-720-9939

M – F 7:00 am to 5:00 pm EST.